**MEETING MINUTES**

DATE:              WEDNESDAY, October 14, 2020

TIME:               4:30PM

PLACE:            Zoom Teleconference Meeting

BOARD MEMBERS PRESENT: Kirk Cowles, Gerrie Boone, Lynda Savage, Linda Shafer

ALSO PRESENT: Ken McJimsey, Mark Alexander, John Gee

PURPOSE: Emergency Open Board Meeting

1.  Call to Order 4:32pm

2.  Limited Open Forum (5 minutes total)

(due to Covid-19, Meeting is via Zoom with 40-minute total time limit)

* Discussed

3. Approve Previous Minutes

* September 5, 2020 Organizational Meeting Minutes

Kirk made motion to approve, Lynda seconded AIF

* October 12, 2020 Special Open Board Meeting

Lynda made motion to approve, Kirk seconded AIF

4. Provide Management Transition Instructions to HOA Nexus

* Effectively immediately, require 1 Board Member approval before payment of any invoices
* Next checks out should be HOA Nexus $1,000 for October Service

Immediately followed by $5,000 to Property Advantage – immediately notify when check is ready, Board member will come to your office to pick-up

5. Announce Next Regular Meeting - Monday, October 19, 2020

* 4:30pm Executive Session
* 5:00pm Board Meeting

6.  Adjourned at 4:48pm